

Worksheet: Tell Me About Yourself

Why this question matters

This is one of the most common opening questions in interviews. A strong answer helps set the tone, builds confidence, and shows the employer why you're a good fit.

👉 Use the Present – Past – Future formula:

- Present: What are you doing now? Include achievements or responsibilities.
- Past: What relevant experiences and transferable skills do you bring?
- Future: Why are you interested in this role, and how does it fit your career goals?

Use connecting phrases to show fit: “a natural fit” | “I am passionate about...” | “continuation of...” | “these skills coupled with my ... make me an ideal candidate”

Step 1 – Brainstorm

1. What interests you about this role?

2. Why are you personally suited to this role?

3. What transferable skills do you have that would be useful?

4. What experience can you bring from previous roles?

.....
.....
.....

5. Have you been involved in projects or training that help for this role?

.....
.....
.....

Step 2 – Structure Your Answer

Present (Current role/experience):

.....
.....
.....

Past (Relevant experience & 2–3 transferable skills):

.....
.....
.....

Future (Why this role & why you're a fit):

.....
.....
.....

Step 3 – Practice

Write out your short script (aim for 1–2 minutes when spoken):

.....

.....

.....

.....

.....

Extra Tips

- ✓ Keep it professional and relevant to work.
- ✓ Don't just say you're a good fit – explain why.
- ✓ Practice out loud – make it sound natural, not memorised.
- ✓ Adapt your answer depending on the role.